

Introduction

The University of Chichester Academy Trust (the Trust) is a member of the Local Government Pension Scheme (LGPS) and due to the geographical area of its academies and the administering authorities, depending on the geographical location of the academy, the Scheme is administered by either Hampshire County Council (HCC) or West Sussex County Council (WSCC).

A new scheme based on a Career Average Revalued Earnings (CARE) rather than the previous final salary basis was introduced on 1 April 2014. Factsheet: LGPS 2014/2008 Comparison and LGPS 2014 – A Brief Guide, are available to download from the Members portal of the Trust’s website, www.unicat.org.uk. To download a copy of LGPS Regulations 2013 and the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 go to www.lgpsregs.org.

Under Regulation 60 (1) of the LGPS Regulations 2013, paragraph 2 (2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 and Regulation 66 (1) of the LGPS the provisions of (Administration) Regulations 2007, the Trust is required to provide written details of its discretionary pension policy. This Policy Statement applies to all members of LGPS across its multi-academy trust and is effective as of 1 April 2014.

Discretionary Compensation and Benefits

For clarity, detailed in the table below is the Trust’s position on both compulsory and non-compulsory discretions.

The Trust incorporated in 2013 and therefore does not have any earlier Statements of Policy in regard to Regulations that remain active and pre-date 2013. For transparency this Statement of Policy includes the Trust’s position on key provisions that members may be subject to in relation to the LGPS (Administration) Regulations 2008, LGPS (Benefits, Membership and Contributions) Regulations 2007 (as amended), LGPS (Transitional Provisions) Regulations 2008 and the LGPS Regulations 2007 (as amended).

Award of Additional Pension	Regulation 31 of the LGPS Regulations 2013	We will not exercise the discretion to award additional pension to a member.
Additional Pension Contribution (APC)	Regulation 16 (2) e and Regulation 16 (4) d of the LGPS Regulations 2013	We will not exercise the discretion to contribute to an APC other than when the Regulations require a shared cost arrangement.
Shared-cost Additional Voluntary Contribution (SCAVC)	Regulation 17 of the LGPS Regulations 2013 Regulation 15 (1) b , d of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014	We will not exercise the discretion to offer a shared cost AVC scheme, however, a non-shared AVC scheme is available to members. The AVC scheme provider is selected by the LGPS administrator and therefore the provider may differ across the Trust, depending on the academy’s LGPS administrator.
Flexible Retirement Provision for staff over 55	Regulation 30 (6) and 30 (8) of the LGPS Regulations 2013 Regulations 11 (2), and 11 (3) of the LGPS (Transitional Provisions, Savings and	We will agree to the submission of a request for flexible retirement from staff aged 55 or over, to be considered by the LGB, subject to the requirements of the Scheme of Delegation for final approval, where a member can present a strong business case, supported by their head

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	Amendment) Regulations 2014	of academy, demonstrating financial savings that offset any pension strain charge
Actuarial Reduction in the case of Flexible or Voluntary Retirement	Regulation 30 (8) of the LGPS Regulations 2013 Regulation 3 (5) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 Regulation 18 (3) of the LGPS (Benefits, Membership and Contributions) Regulations 2007	We will not exercise the discretion to waive any actuarial reduction to a member who wishes to take flexible or voluntary retirement. We may agree to allow early payment of pension to ex-employees on the strict proviso that there is no pension strain charge to the employer.
85 Year rule in the case of Flexible Retirement	Paragraph 1 and 2 Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014	The Trust may consider “switching on” the 85 year rule where a member elects to retire early and wishes to maintain protection under the “85 year rule”. Approval must be sought from the LGB, subject to the requirements of the Scheme of Delegation, and will be considered where it can be demonstrated that savings can be made to offset any pension strain charge, or in exceptional circumstances, on compassionate grounds.
Aggregation of Membership periods	Regulation 22 (7b) (8b) of the LGPS Regulations 2013	We will only accept elections not to combine a deferred pension account with an active pension account, if the election is made within 12 months of re-joining the scheme. We will only accept elections not to combine pension rights from previous local government employment with a current period of membership, which are made within 12 months of re-joining the scheme.
Inward Transfers	Regulation 100 (6) of the LGPS Regulations 2013	We will not exercise the discretion to extend beyond the 12 month period requests for inward transfers to the LGPS.
Early Payment of Pension	Members who stopped contributing to the LGPS between 1 April 2008 and 31 March 2014	We may permit immediate payment of benefits to an employee or ex-employee voluntarily retiring from 55 years of age, on request, provided that there is no pension strain charge or other cost. The LGB, subject to the requirements of the Scheme of Delegation, will consider all requests.
Redundancy	The Trust’s Policy and Guidance for Managing Restructures and Reductions, available to download from the Academy Portal of the Trust’s website, www.unicat.org.uk details how the Trust would calculate redundancy pay and details the compensation award it would pay. The Policy includes information on how redundancy impacts on pension benefits for members aged 55 and over.	
Re-employment	On re-employment no member should be better off in pension terms than if they remained in their original job. This may affect the member’s annual compensation or added years compensation and may require amendments to	

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	the member's pension; details of how this is calculated are available from unicathr@chi.ac.uk.
Loss of Pension Rights due to fraudulent offence or grave misconduct	<p>If a member leaves the Trust due to a proven offence of a fraudulent character or grave misconduct in connection with the employment, that results in financial loss to the Academy or the Trust, the Trust may seek to reduce the value of the pension benefits commensurate with the offence.</p> <p>In such cases there is no automatic entitlement to a refund on pension contributions if the member leaves and has accrued less than 3 month's scheme membership and the Trust may seek to withhold any such amount where considered appropriate.</p> <p>All such cases would be referred to the Trust Board's Finance Committee for consideration with advice provided by the Headteacher and Human Resources Manager.</p>
Ill Health Retirement	A member whose contract is terminated due to reasons of ill health will be assessed to determine whether or not the member is entitled to an ill health retirement pension. For further details contact unicathr@chi.ac.uk.

Members' Contributions (Regulations 9 – 15, LGPS Regulations 2013)

A member's contribution is based on their actual salary and the latest Employee Contribution rates can be found on the Academy Portal of The Trust's website, www.unicat.org.uk. Member's contribution is collected from pay on the employee's regular pay day.

If a member is on reduced contractual pay, or receiving no pay due to sickness, injury, maternity/paternity/adoption/shared parental leave, reserve forces service leave or another reason such as an agreed sabbatical then the Trust is required to determine the "assumed pensionable pay" that a member would have received if not absent. If a lump sum payment is pensionable within the period of the assessment, it will need to be determined whether this should be included within the assessment. Each case will be assessed to ensure that the assumed pensionable pay is not more than the actual pay the employee would have received if they had not been absent.

Assessment of Employee Pension Contribution

On the introduction of the new pension scheme, all staff received a letter to advise them of the changes to the assessment and informed them of their contribution rate under the new scheme. Members had the opportunity to appeal against the assessed contribution rate using the Internal Disputes Resolution Procedure (IDRP).

New employees will receive information about the LGPS 2014 in their Offer of Employment pack, including a copy of the current contribution rates that will apply.

Assessments are based on contractual pay. If significant non-contractual overtime is agreed and undertaken on a regular basis, a review of the employee's contract will be undertaken, together with a further assessment to determine whether a revised pension deduction requires to be processed in accordance with LGPS 2013 Regulations.

Ongoing assessment will be made at every payroll run to determine whether a contractual pay change (up or down) requires a revised pension deduction tier to be processed. Where this is determined this will be processed in line with the payroll providers' systems. If the change is as the result of a change of salary, for whatever reason, e.g. promotion, reduction of hours etc., this will be confirmed in the letter the employee receives to confirm the variation to their contract. Otherwise, and in addition, depending on the LGPS administrator, the member will receive a letter to confirm their revised pension contribution and the reason for the change before the circulation date of the payslip in which the change has been processed.

Internal Disputes Resolution Procedure (IDRP)

If a member does not agree with their contribution assessment, is not satisfied with a decision taken that affects their pension, or believes that a lack of decision has meant that they have been adversely affected, the Trust with the Pensions team will try to resolve the matter informally. However, if this is

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not possible, or if the member wishes to, the IDRPs should be implemented. A copy of the IDRPs is available by request from unicathr@chi.ac.uk.

Policy Review

This Policy will be presented to the Finance Committee of the Trust Board for review every three years, unless Regulation requires an earlier review.

On revision, in accordance with LGPS Regulations 2013, the Trust will send a copy to the Pension Fund administering authority within one month of the date the revised Policy has been approved by the Trust Board.

Contacts

The following organisations may provide further advice and guidance concerning pension entitlement and benefits.

Local Government Pension Scheme (LGPS)	www.lgps.org.uk
LGPS – Hampshire Pension Fund	www3.hants.gov.uk/pensions/lgps
LGPS – West Sussex Pension Fund	www.westsussex.gov.uk/lgpspension
Trade Union/Professional Associations	Contact your Academy for the an up-to-date list of contacts
The Pensions Advisory Service (TPAS) - An independent non-profit organisation that provides free information, advice and guidance	www.pensionsadvisoryservice.org.uk

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